



Ordering is simple and convenient by:

- **Mail** Carlex, Inc.
1545 W Hamlin Rd
Rochester Hills, MI 48309
- **Phone** 800-526-3768
- **Fax** 248-852-7142
- **Web** www.carlexonline.com
- **Email** orders@carlexonline.com

BILL TO:

SHIP TO: (if different from bill to)

Attention _____
If school address, include school name below

School _____

Address _____

City _____ State _____ Zip _____

Email for invoice _____

Phone (____) - _____ - _____

Attention _____
If school address, include school name below

School _____

Address _____

City _____ State _____ Zip _____

Email for downloads _____

Phone (____) - _____ - _____

P.O. Number _____ (if applicable)
If the order is being shipped to a school address, we will gladly bill it to you, the school, or the district. If the order is being shipped to a home address, we request that you prepay with a check or credit card.

Card Number _____ Card Expires _____ Security Code _____

Item Number	Item Description	Qty.	Price	Total

Need a W9 form? Download at www.carlexonline.com

We ship fast!
95% of our orders leave the warehouse the same day they are received. Please allow 2 to 7 days for transit.

Shipping and Handling	Amount of Order	Add
Up to \$ 50.00	\$7.95	
\$ 50.01 to \$ 70.00	\$8.95	
\$ 70.01 to \$100.00	\$9.95	
\$100.01 and Over	10%	

Merchandise Total	
Shipping & Handling < See Chart	
TOTAL \$	

Note: Alaska & Hawaii shipping & handling is 12% of the order total.
Please allow additional time for delivery.



BY MAIL: Just fill out the order form or a school purchase order, and mail to:

Carlex, Inc.
1545 W Hamlin Rd
Rochester Hills, MI 48309

TERMS: Orders sent to a school address are net 30 days. Orders sent to a home address require pre-payment by check, money order, Visa, Mastercard, Discover, or American Express.

BY TELEPHONE: Call toll-free **1-800-526-3768**, Monday through Friday, 8:00 a.m. to 6:00 p.m. Eastern Time. To help us expedite the order, please fill out the order form before calling.

BY FAX: You can fax your order 24 hours a day to: **1-248-852-7142**. Please be sure to include a daytime telephone number in case we have any questions.

BY EMAIL: Email your Purchase Orders to **orders@carlexonline.com**

BY INTERNET: **www.carlexonline.com**

You can flip through the catalog, take a peek at new items added daily, find downloadable products, or check out current sale items. Our website accepts school purchase orders and all credit cards. Quotes and wish lists can be created online!

100% GUARANTEE: If you're not completely satisfied with any item from Carlex, return the item or items to us with a copy of the invoice within 30 days for a prompt refund or exchange. At Carlex, we're not completely satisfied until our customers are.

RETURNS: Please include a copy of the invoice.

Please send returns to:

Carlex, Inc.
1545 W. Hamlin Rd.
Rochester Hills, MI 48309

SHIPPING: We ship fast! 95% of our orders leave the same day they are received. Please allow 2 to 7 days for transit.

SATISFACTION ALWAYS GUARANTEED!

Visit our website for new items not in this catalog, downloadable items, and for sales!
www.carlexonline.com

Shipping and Handling	
Amount of Order	Add
Up to \$50.00	\$7.95
\$50.01 to \$70.00	\$8.95
\$70.01 to \$100.00	\$9.95
\$100.01 and Over	10%

Note: Alaska & Hawaii shipping & handling is 12% of the order total.

It's our service that makes the difference!